



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
Workforce Services Division
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TO: All Administrative Entities

FROM: Christy Montgomery, Director of Workforce Boards & Strategic Planning
Division of Workforce Services

DATE: December 26, 2013

SUBJECT: Five-Year Local Strategic Planning Guidance (2014-2019)

This memorandum outlines the guidance to Local Workforce Investment Areas (LWIAs) and their partners for the submission and modifications of their Five-Year plans for Title I of the Workforce Investment Act.

During the last four planning cycles, you were challenged to meet the Tennessee State Workforce Development Board's key guiding principles of alignment and integration. Therefore, you were asked to continue involvement with all of your partners in the planning process. The planning process for 2014 will continue to focus on cooperation between all partners and will capture the adoption of the Tennessee State Integrated Plan at the local workforce investment area level.

As we transitioned through the reduction of funding and the consolidation of Career Center services, we began the formation of Five-Year Local Plans with a staged approach. Stage 1 (Plan-to-Plan) took place during 2013 and required local administrative entities to work with the partners in each Local Workforce Investment Area to determine the structure for continued delivery of services. We are now ready to complete Stage 2 (Planning-in-Action).

As the challenges of funding are addressed, the State Office will simultaneously complete a comprehensive review of the State Plan submitted in 2012, and it will also provide modifications where necessary. These modifications are expected to be complete by February 2014. This comprehensive review will be a key factor in moving Tennessee's

Career Center system forward to operate within budget restraints and to provide a seamless integration of services for Tennessee citizens. In addition, the State Workforce Development Board has adopted key policies which provide the outline and guidance for the framework of the Workforce System. These policies have been reviewed by local partners and are effective July 1, 2014. The Stage 2, Phase I & II documentation submitted, must be in compliance with these new policies.

Stage 2 (Planning-in-Action) will require the WIA administrative entity to submit required components of the Local Five-Year Plan in two Phases. **Phase I** will require all items of the Compliance Checklist to be submitted no later than **February 14, 2014.** Some of the items will have additional guidance provided in the new policies which were posted for public comment and will be discussed at the December 6, 2013, State Workforce Development Board meeting. All items submitted on February 14, 2014, must meet the standards set out in the Department's policies.

Phase I:

Due February 14, 2014

As this submission of Compliance Checklist items corresponds to the new Local Five-Year Plans, several items, such as the Memorandums of Understanding, and Chief Elected Official Agreements will need to be newly executed with signatures and dates that reflect July 1, 2014, through June 30, 2019. (See Attachment A.)

Phase II:

Due March 7, 2014

The 2014-2015 Five Year Local Plans should be submitted following the Tennessee Center for Performance Excellence (TNCPE) criteria (see attachment).

- Plans should be submitted in compliance with a Level II application.
- Plans will outline how each Local Workforce Investment Area Career Center System will operate the Comprehensive Career Center and affiliate in conjunction with the requirements of the State Five-Year Integrated Plan and new policies and procedures.

In addition to the written narrative and compliance checklist items, oral presentations to the Strategic Planning committee will be presented on May 1-2, 2014. Each LWIA will be allotted *twenty-five minutes* to make a presentation and *five minutes* for questions and answers. Please email your power-point presentations to christy.montgomery@tn.gov by the end of the day on **April 25, 2014.** Presenters may provide handouts which demonstrate efforts of collaboration between partners. However, the selection of handouts should be limited. Questions will be provided at a later date.

Attachment A

Please clearly label each compliance checklist item with a coversheet by title and Local Workforce Investment Area. If submitting electronically, please also indicate in both the file name item and Local Workforce Investment Area.

_____Public Notice or 30-Day comment Period (Attach any comments received and discuss the process used to provide opportunity for the public comment.) ***Due April 28, 2014***

_____Memorandum of Understanding following template which will be provided ***Due March 7, 2014***

_____Memorandum of Understanding (Matrix/Grid; see Attachment B.)

_____Current Consortium Agreements of One-Stop Partners (with current signatures)

_____Chief Elected Official Agreement (with current signatures)

_____Chief Elected Official & Local Board Partnership Agreement (with current signatures)

_____Resource Sharing Agreements Materials (***Training will be held in March, due date will be announced at a later time.***)

_____Current List of Local Workforce Investment Board Members (Submit in alphabetical order on appropriate forms. Verify that each board member has previously submitted nomination a form and a conflict of interest form. Verify every person on LWIB has been through orientation.)

_____Local Workforce Investment Board By-Laws

_____Youth Eligible Providers List and 10 Program Element Matrix (See Attachments C and D.)

_____Assurances with signature pages (See Attachment E.)

(Attachment A continued)

_____List of waivers utilized and required documentation. Please mark any of the waivers below that are currently utilized and ensure that the LWIA has provided any documentation as outlined in State policies.

_____Waiver of the prohibition at CFR 664.510 on the use of Individual Training Accounts for older and out-of-school youth

_____Waiver of WIA Section 133(b)(4) to increase the allowable transfer amount (up to 50%) between Adult and Dislocated Worker funding streams allocated to a local area

_____Waiver of WIA Section 123 that requires that providers of Youth program elements be selected on a competitive basis

_____Waiver of WIA Section 134(a) to permit local areas to use a portion of local funds (up to 10%) for incumbent worker training

_____Copies of each LWIA administrative entity's policies regarding purchases and procurement: Policies must address a description of the competitive process to be used to award grants and contracts for activities carried out under this subtitle I of WIA, including the process to be used to procure training services that are made as exceptions to the Individual Training Account Process (WIA section 134(d)(4)(G)).

_____Confirmation that the LWIA has on site an approved EEO Manual, Written Conflict of Interest Policies, Title VI Manual, and ADA Checklist